

COLORADO RIVER RECOVERY PROGRAM
FY-2000 PROPOSED SCOPE OF WORK for:
Fish and Wildlife Service Program Management

Project No.: 3

Lead Agency: U.S. Fish and Wildlife Service

Submitted by: Henry Maddux, P.O. Box 25486, Denver, CO 80225, 303/236-2985 ext. 221

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<u>Category:</u>	<u>Expected Funding Source:</u>
<input checked="" type="checkbox"/> Ongoing project	<input checked="" type="checkbox"/> Annual funds
<input type="checkbox"/> Ongoing-revised project	<input type="checkbox"/> Capital funds
<input type="checkbox"/> Requested new project	<input type="checkbox"/> Other (explain)
<input type="checkbox"/> Unsolicited proposal	

I. Title of Proposal: Fish and Wildlife Service Program Management

- II. Relationship to RIPRAP: General Recovery Program Support Action Plan:
- VII.A.3 Update, refine, and prioritize recovery actions (RIPRAP) annually.
 - VII.A.5 Monitor and assess Recovery Program accomplishments annually.
 - VII.A.6 Develop annual work plan to address priority needs.
 - VII.B Actively participate in Recovery Program committees and secure funding for annual work plan and larger projects.
 - VII.C Manage, direct, and coordinate Recovery Program activities.

III. Study Background/Rationale and Hypotheses: Section 3.3 of the 1987 Recovery Implementation Program "Blue Book" called for appointment of a Program Director (Fish and Wildlife Service employee) to serve as the staff person to the Implementation Committee (USFWS, 1987). The Program Director's mission is to ensure timely and effective planning, implementation, coordination, and administrative support of the Recovery Program. An organizational review in 1994 increased the Program Director's responsibilities and staff to implement and administer the Recovery Program (USFWS, 1994). Program staff are:

Lakewood (phone numbers expected to change in August or September, 2000)

Henry Maddux, Program Director (303/236-2985, ext. 223)

Angela Kantola, Assistant Program Director (ext. 221)

Bob Muth, Instream Flow and Nonnative Fish Coordinator (ext. 268)

Pat Nelson, Habitat Restoration Coordinator (ext. 226)

Tom Czapla, Propagation/Genetics and Life History/Monitoring Coordinator (ext. 228)

Debbie Felker, Information, Education, and Public Involvement Coordinator (ext. 227)

Kathy Wall, Secretary (ext. 225)

Ellen Szczesny, Budget and Computer Assistant (ext. 224)

Vacant, Student Temporary (ext. 222)

Grand Junction

Dave Soker, Realty Specialist (970/243-2778)

Kathy Holley, Contaminants Specialist (970/255-9007)

IV. Study Goals, Objectives, End Product:

- A. Goal: To ensure timely and effective planning, implementation, coordination, and administrative support of the Recovery Program.
- B. Objectives: 1) coordinate and implement recovery activities; 2) conduct Program planning and evaluation; 3) manage Program budget; 4) provide staff assistance to Program committees; and 5) direct and coordinate Service Recovery Program activities.
- C. End Products: See “Deliverables/Due Dates” under “FY-01 Work” in item VIII.

V. Study area: Upper Colorado River Basin

VI. Study Methods/Approach: Not applicable

VII. Task Description and Schedule

A. Program Director & Staff

- 1. Direct and coordinate implementation of recovery efforts as described in the RIPRAP and the Annual Work Plan. (Ongoing¹) (More specific Coordinator activities and deliverables are detailed in separate scopes of work.)
 - a. Instream flow identification and protection
 - b. Habitat restoration
 - c. Nonnative fish management
 - d. Propagation and genetics management
 - e. Monitoring and data management
 - f. Information, education and public involvement
- 2. Conduct Program planning and evaluation.
 - a. Review and update the RIPRAP and document changes (including changes to the RIPRAP budget); submit recommended RIPRAP revisions to the technical, Management, and Implementation committees for review. (Annually)
 - b. Draft the Annual Work Plan and submit to the technical, Management, and Implementation committees for review. (Annually)
 - 1) Based on new projects anticipated in the RIPRAP, draft preliminary Program Guidance for Biology Committee review.

¹ The approximate schedule for various annual work plan products is attached. This schedule is updated annually.

- 2) Based on the revised RIPRAP, draft Program Guidance which identifies priority activities that will provide the basis for formulating the Recovery Program Annual Work Plan (including recommendations for ongoing projects). Submit draft Program Guidance for review, revise as needed, and distribute final to Program participants and interested parties.
- 3) Solicit and/or develop proposals and submit draft Annual Work Plan to technical, Management, and Implementation committees for review and approval. Finalize the Annual Work Plan and compile and distribute final Statements of Work and the Annual Work Plan.
- c. Request, review, compile, and distribute Recovery Program Accomplishment Reports which describe the status and performance of Recovery Program projects, activities, and progress. (Annually)
- d. Arrange/use independent peer review to ensure the technical and scientific integrity of Recovery Program activities (i.e., study proposals, project reports, etc.).
3. Monitor and track the Recovery Program budget. (Ongoing)
 - a. Develop (and revise as necessary) budget tables for annual projects.
 - b. Develop and administer Interagency Agreements, Cooperative Agreements, contracts, etc., necessary to implement the Recovery Program.
 - c. Monitor payment and expenditure of "section 7 funds" in the National Fish and Wildlife Foundation account.
 - d. Calculate annual agency contributions and depletion charge increases.
 - e. Provide assistance to the Implementation and Management Committees in organizing the annual Washington, D.C. trip. Provide assistance in tracking expenditure of long-term funding.
4. Provide staff assistance to the Recovery Program's Implementation and Management committees. (Ongoing)
 - a. In coordination with the Committee chairs, prepare and distribute agendas and related documents in accordance with Recovery Program Meeting Rules (using the Program's electronic mailing list whenever feasible). Arrange for meetings and conference calls. Arrange for professional meeting facilitator, as needed.

- b. Prepare and distribute meeting summaries in accordance with Recovery Program meeting rules (using the Program's electronic mailing list whenever feasible).
 - c. Maintain an administrative record of the Recovery Program including its committees and subcommittees.
 - d. Provide staff assistance necessary for the committees to track and complete their duties and assignments.
 - e. Regularly update web calendar of Program committee and related activities.
 - f. Attend Implementation, Management, and Technical Committee meetings, as needed and practical (Coordinators and Program Director). Provide rough draft of Biology Committee meeting summary to Biology Committee chair.
 - g. Maintain Recovery Program technical report library and data base.
 - h. Maintain an electronic mailing list for the Recovery Program
 - i. Develop, maintain, and update web pages to serve information to Program participants.
5. Direct and coordinate Service activities related to the Recovery Program.
- a. Administer funding for Service involvement in the Recovery Program.
 - b. Conduct and summarize bimonthly conference call with all Service offices involved with or affected by the Recovery Program.
 - c. Coordinate with and provide staff support to Service management on Program activities and issues. Finalize recovery goals.

B. Fish and Wildlife Service

- 1. Provide technical expertise and recommendations to the Biology Committee as requested (Grand Junction and Vernal field offices).
- 2. Participate in Biology committee meetings.

VIII. FY-2001 Work
- Deliverables/Due Dates

Early Program Guidance: Draft - November; Final - December
Updated RIPRAP: Draft - February; Final - March
Annual Program Guidance: Draft - February; Final - March
Annual Work Plan: Draft - June, Final - September
Annual project progress reports: January
Meeting agendas: 3 weeks prior to meeting
Meeting summaries: 10 working days after meeting
Recovery Program calendar: Monthly
Washington, D.C. briefings: March

- Budget

PROGRAM DIRECTOR

Salary & benefits	\$ 108,900
Travel & training	\$ 19,000
Office equip. & supplies	\$ 25,000
Copier rental & supplies	\$ 8,000
Space	\$ 10,000
Other travel, peer review	<u>\$ 5,000</u>
	\$ 175,900

SECRETARY

Salary & benefits	\$ 42,800
Travel & training	<u>\$ 800</u>
	\$ 43,600

PART-TIME CLERICAL ASSISTANT

Salary & benefits	\$ 15,000
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ASSISTANT PROGRAM DIRECTOR

Salary & benefits	\$ 89,800
Travel & training	<u>\$ 5,500</u>
	\$ 95,300

BUDGET/COMPUTER ASSISTANT

Salary & benefits	\$ 39,500
Travel & training	<u>\$ 1,700</u>
	\$ 41,200

HABITAT RESTORATION COORDINATOR

Salary & benefits	\$ 90,300
Travel & training	\$ 10,000
Equip. & supplies	<u>\$ 5,000</u>
	\$ 105,300

INSTREAM FLOW/ NONNATIVE FISH COORDINATOR

Salary & benefits	\$ 86,700
Travel & training	<u>\$ 8,000</u>
	\$ 94,700

PROPAGATION/MONITORING COORDINATOR

Salary & benefits	\$ 95,300
Travel & training	<u>\$ 12,500</u>
	\$ 107,800

INFORMATION & EDUCATION COORDINATOR

Salary & benefits	\$ 69,600
Travel & training	<u>\$ 8,500</u>
	\$ 78,100

FWS FIELD STATIONS \$ 24,000

TOTAL \$ 780,900

IX. Budget Summary

FY-2002: FY 2000 amount + ~5%

FY-2003: FY 2001 amount + ~5%

FY-2004: FY 2002 amount + ~5%

X. Reviewers Angela Kantola, Assistant Program Director

XI. References

U.S. Fish and Wildlife Service. 1987. Final Recovery Implementation Program for Endangered Fish Species in the Upper Colorado River Basin.

U.S. Fish and Wildlife Service. 1994. Recovery Program Organization, Mission, and Staffing Plan.

Process and approximate schedule for development of the FY 02 Recovery Program Work Plan

<u>Date</u>	<u>Activity</u>
12/1	Preliminary Program guidance for FY 02 new starts requiring peer review (draft to Biology Committee in November).
12/10	Annual (FY 00) project reports from principal investigators due to Program Director.
1/15-17	Annual reporting/researchers' meeting held no later than this date.
2/1	Due from Program Director to technical committees (and their consultants and interested parties) and Management Committee: <ul style="list-style-type: none"> o Draft revised RIPRAP, and o Draft FY 02 Program guidance (including recommendations for new, ongoing, and ongoing-revised projects)
2/15	Technical committees' review/recommendations on draft revised RIPRAP and draft Program Guidance due to Management Committee.
2/28	Management Committee review/recommendations draft revised RIPRAP and draft Program Guidance due to Implementation Committee.
3/10	Implementation Committee approval by this date.
3/15	Program Director issues revised RIPRAP and FY 02 Program Guidance.
4/30	All (new, revised, and ongoing) FY 02 technical scopes of work due from principal investigators to Program Director. Coordinators begin working (with technical advisory panels and principal investigators) to review and refine technical scopes of work and develop recommended annual technical work plans.
6/20	Recommended annual technical work plans and refined technical scopes of work due from Program Director to technical committees.
7/1	Program management scopes of work due from agencies to Program Director.
7/15	Technical committees meet to discuss recommended annual technical work plans drafted by Program Director.
7/20	Technical committees' review/recommendations on recommended annual technical work plans due to Management Committee. Recommended annual Program management work plan due from Program Director to Management Committee.
8/10	Management Committee meeting by this date to discuss recommended technical and Program management annual work plans and approve projects for draft Annual Work Plan.
8/25	Draft FY 02 Work Plan due to Implementation Committee.
9/10	Implementation Committee approval by this date.
10/1	Final FY 02 Work Plan distributed to Program participants.
10/15	Final scopes of work for FY 02 Work Plan distributed to Program participants.